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## HOW TO ENTER THE INCIDENT DETAILS REPORT AND INJURY DETAILS REPORT

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### **Application:**

iPeople

### **Audience:**

Supervisors

### **Objective:**

Learn how to **submit an incident details report and injury details report** in cases of workplace injury or accidents in iPeople.

### **Before You Begin:**

To sign in to iPeople, go to [hcm.illinoisstate.edu](http://hcm.illinoisstate.edu). Once there, click the **Log into iPeople** button. Then, log in using your email address and password.

Once you log in, the options on your screen will depend on your security access.

### **Contact:**

If you are unable to log in, contact the **Technology Support Center (TSC)**:

**Phone:** (309) 438-HELP (4357)

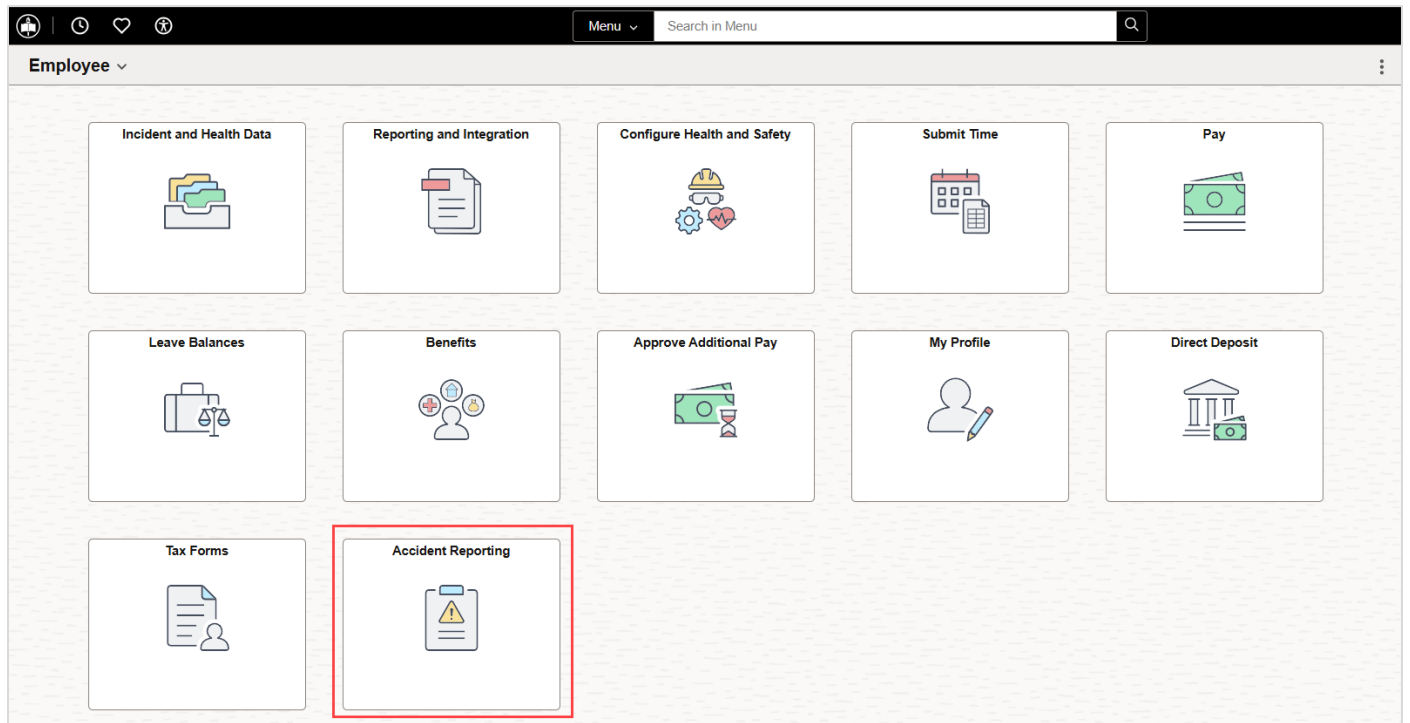
**Website:** [Help.IllinoisState.edu/Get-IT-Help](http://Help.IllinoisState.edu/Get-IT-Help)

## **Table of Contents**

Incident Details Report .....	3
Editing the Incident Details Report.....	10
Injury Details Report.....	13
Editing the Injury Details Report.....	24

# Incident Details Report

1. After logging in, your homepage will open. Click the **Accident Reporting** tile.



2. If a new report is being created for the first time, click the **Add a New Value** button. An incident number field is first assigned with "0" in the **Incident Number** field. Once the incident details report has been completed, an incident number will be assigned. Click the **Add** button.

The screenshot shows a form titled "Incident Details". At the top left, there is a button labeled "Add a New Value" which is highlighted with a red rectangular box. To its right is a search button labeled "Find an Existing Value". Below these buttons is a large light gray area containing a text input field labeled "\*Incident Number" with the value "00000000". At the bottom left of this area is a button labeled "Add", which is pointed to by a red arrow.

3. There are five tabs at the top of the screen: **Incident**, **Notification**, **Description**, **Location**, and **People**.

The screenshot shows the top navigation tabs of the form: "Incident", "Notification", "Description", "Location", and "People". The "Incident" tab is selected and highlighted with a red box. Below the tabs, the form displays the "Incident Number" field. Underneath is the "Incident Type" section, which contains several fields and checkboxes: "\*Incident Date" (02/09/2021), "Incident Time" (10:00AM), "Time Zone" (CST), and a checkbox for "Time Undetermined". The "\*Regulatory Region" is set to "USA" with "United States" listed below it. The "\*Incident Type" dropdown menu is set to "Employee Incident". Below these are three checkboxes: "Is This a Recurrence" (unchecked), "Resulted in Injury or Illness" (checked), and "Investigated" (unchecked). At the bottom of the form, there is a row of buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display". At the very bottom, there is a breadcrumb trail: "Incident | Notification | Description | Location | Travel | People | Reporting".

4. The first tab is the **Incident** tab. Enter the preliminary information regarding the incident. The fields that require information are marked with an asterisk:
- **Incident Date** – Enter the date the incident occurred using the mm/dd/yyyy format. Alternatively, click on the **calendar icon** located to the right of the date field and select the date using the calendar.
  - **Incident Time** – Enter the time that the incident occurred using the “HH:MM AM/PM” format.
  - **Time Zone** – Select the time zone of the location where the incident took place using the dropdown menu.
  - **Time Undetermined** – If the time is unknown, select the checkbox next to the Time Undetermined field.
  - **Regulatory Region** – This field indicates the country in which the incident occurred. This field is auto-filled with USA.
  - **Incident Type** – Using the dropdown menu in the Incident Type field, select the type of incident that is being reported. The choices are: **Employee Incident**, **Employee Off-Duty Incident**, **Non-Employee Incident**, **Student Incident**, and **Vehicle/Equipment Incident**.
  - **Is This a Recurrence**: Select this checkbox if this incident is a recurring injury.
  - **Resulted in Injury or Illness**: Select this checkbox if this incident resulted in injury or illness.
  - **Investigated**: Select this checkbox if the incident has been investigated.

The screenshot displays a web-based form for reporting an incident. At the top, there are five tabs: **Incident**, Notification, Description, Location, and People. The **Incident** tab is selected and highlighted with a red box. Below the tabs, the form contains several fields:

- Incident Number**: A text input field.
- Incident Type**: A section highlighted with a red box containing:
  - \*Incident Date**: A date input field with the value "02/09/2021" and a calendar icon.
  - Incident Time**: A time input field with the value "10:00AM".
  - Time Zone**: A dropdown menu with "CST" selected.
  - Time Undetermined**: A checkbox that is currently unchecked.
  - \*Regulatory Region**: A text input field with "USA" and a dropdown arrow, with "United States" displayed below it.
  - \*Incident Type**: A dropdown menu with "Employee Incident" selected.
  - Is This a Recurrence**: An unchecked checkbox.
  - Resulted in Injury or Illness**: A checked checkbox.
  - Investigated**: An unchecked checkbox.

At the bottom of the form, there are several buttons: **Save** (dark grey), **Return to Search** (light grey), **Previous in List** (light grey), **Next in List** (light grey), **Notify** (light grey), **Add** (light grey), and **Update/Display** (light grey). Below the buttons is a breadcrumb trail: [Incident](#) | [Notification](#) | [Description](#) | [Location](#) | [Travel](#) | [People](#) | [Reporting](#).

- The second tab is the **Notification** tab. Reporting information regarding the incident is entered in this tab. There are two sections in this tab – **Incident Notification** and **Incident Tracking**:

### Incident Notification

- Date Reported** – In the Date Reported field, the date the incident was reported is autofilled. If different, edit the date using the mm/dd/yyyy format or click on the calendar icon located to the right of the date field and select the date using the calendar.
- Time Reported** – In the Time Reported field, enter the time that the incident was reported in this field using the “HH:MM AM/PM” format.
- Reported To Empl ID** – In the **Reported To Empl ID** field, enter the Empl ID of the supervisor. To enter the Empl ID in this field, click the **lookup** button located to the right of the field.

In the pop-up window that appears, enter identifying information of the person’s Empl ID you would like to enter. In the **Search Results** field, click on the person’s name. This will close the window.

- Reported by Empl ID** – In the **Reported By Empl ID** field, enter the Empl ID of the person who reported the incident (the injured employee).

To enter the Empl ID in this field, click the **lookup** button located to the right of the field. In the pop-up window that appears, enter identifying information of the person’s Empl ID you would like to enter. In the **Search Results** field, click on the person’s name. This will close the window.

- Reported By Non-Empl ID** – If the incident was reported by a non-employee, enter the non-employee ID in this field.

### Incident Tracking

- Date Recorded** – In the Date Recorded field, enter the date that the incident was reported.
- Time Recorded** – In the Time Recorded field, enter the time that the incident was recorded using the HH:MM AM/PM format.

The screenshot shows a web application interface for incident reporting. At the top, there are tabs for 'Incident', 'Notification', 'Description', 'Location', and 'People'. The 'Notification' tab is selected and highlighted with a red box. Below the tabs, the incident details are displayed: Incident Number 84687659, Date 02/09/2021, and Incident Type Employee Incident. The 'Incident Notification' section contains five input fields: Date Reported (02/09/2021 with a calendar icon), Time Reported (10:00AM), Reported To Empl ID (with a lookup button), Reported By Empl ID (with a lookup button), and Reported By Non-Empl ID (with a lookup button). The 'Incident Tracking' section contains two input fields: Date Recorded (02/09/2021 with a calendar icon) and Time Recorded. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: Incident | Notification | Description | Location | Travel | People | Reporting.

6. The third tab is the **Description** tab. Enter a description of the incident in this tab.

In the **Description** field, enter a description of the incident. This is a freeform field.

The screenshot shows a web form for reporting an incident. At the top, there are tabs for 'Incident', 'Notification', 'Description', 'Location', and 'People'. The 'Description' tab is selected and highlighted with a red box. Below the tabs, the form displays 'Incident Number', 'Date' (02/09/2021), and 'Incident Type' (Employee Incident). There is a section for 'Dangerous Occurrence' with a 'Code' input field. Below that is a large text area for 'Description' containing the text 'Employee tripped on a cord and sprained ankle.' At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the very bottom reads: Incident | Notification | Description | Location | Travel | People | Reporting.

7. The fourth tab is the **Location** tab. This tab is used to enter information regarding where the incident took place.

- **Location Set ID** – The **Location Set ID** will have the default of “ILSTU.” If blank, enter **ILSTU**.
- **Location** – The **Location** will have the default of “ISU.” If blank, enter **ISU**.  
**\*NOTE:** There are multiple options, but **MAIN** (Main Campus) will most likely be used.
- **Establishment ID** – The **Establishment ID** will have the default of “ILSTU.” If blank, enter **ILSTU**.
- **Building/Space Name** - Click the **lookup button**. The Look Up Building/Space Name window will appear. Choose the **Building/Space Name**.
  - Note that only the first 100 results will be displayed. Scrolling down, you can see that the last building is *F43W West of Student Accounts*.
  - Type the name of the building or space in the Building/Space Name field to locate a building or space not listed in this list of search results.
  - For example, type **Watterson** to display the spaces in Watterson.
  - Then, select the name of the space.
  - This will close the window, and the building/space name will appear in the “Building/Space Name” field.
- **Room Location display name** - Click the **lookup button**. The “Look Up Room Location” display

name window will appear.

- Like the Building/Space Name search results, only the first 100 results are displayed.
  - If the *Room Location display name* you are looking for is not displayed, type the first few characters or the entire name of the *Room Location display name*.
  - For example, if the last Room Location display name in the search results starts with the numbers, "01", type 02 to display the first 100 results that start with "02".
  - Choose the Room Location display name.
  - This will close this window, and the room location display name will appear in the Room Location display name field.
- **Exact Location** – Enter the exact location of incident in this field. Information such as building and room number can be entered here.

Once you click off of this field (or click the **Save** button), the text you wrote describing the exact location may be auto changed to something that is scripted in Campus Solutions.

Incident   Notification   Description   **Location**   People

Incident Number 84687659   Date 02/09/2021   Incident Type Employee Incident

**Incident Location Data**

Occurred on Employer Premises

Location Set ID ILSTU   Illinois State University

Location ISU  

Establishment ID ILSTU   [View Address](#)

Building/Space Name WILKINS

Room Location display name WILKINS 105

Exact Location WILKINS 2ND FLOOR/ WILKINS 105- FOREMAN OFFICE

194 characters remaining

**Save**   Return to Search   Previous in List   Next in List   Notify

[Incident](#) | [Notification](#) | [Description](#) | [Location](#) | [Travel](#) | [People](#) | [Reporting](#)

8. The fifth tab is the **People** tab. The information in this tab defaults to the injured employee. However, this tab can be used if there are witnesses or other people involved.
- **Empl ID:** Enter the **Empl ID** of the witness/other person in this field. Use the **lookup** button if the Empl ID is unknown.
  - **Role:** The **Role** of the witness/other person will be automatically generated based on his/her role in iPeople. Use the dropdown menu to select a different role.
  - **Witness Confirmation:** If the chosen Role is “Witness,” the **Witness Confirmation** dropdown menu will become available to be used. Choose from the following options:
    - Confirms statements
    - Does not confirm statement
    - Unknown confirmation
  - **Comment:** Add any additional comments to this field.

The screenshot shows a web application interface for incident management. At the top, there are navigation tabs: Incident, Notification, Description, Location, and **People** (highlighted with a red box). Below the tabs, the incident details are displayed: Incident Number, Date (02/09/2021), and Incident Type (Employee Incident). The main section is titled "People Connected to this Incident" and contains a search bar and a list of people. One person, Reggie Redbird, is listed with the following details: Empl ID (812345678), Role (dropdown menu), Witnesses Confirmation (dropdown menu), and a Comment field (text area). The form is highlighted with a red box. At the bottom of the page, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display. The footer shows a breadcrumb trail: Incident | Notification | Description | Location | Travel | People | Reporting.

9. After completing all the necessary fields in this tab, click the **Save** button to save your changes.

After entering information into the incident details report, navigate to the **Injury Details** report page to fill out the report and link it to the incident details report that was just completed.

To learn how to enter information into the injury details report, scroll down to the “Injury Details Report” section.

## Editing the Incident Details Report

If an Incident Details report needs to be edited or updated after being saved, follow these next steps.

1. On the upper left side of the screen, click the **Incident Details** link. This will open the **Incident Details** page.

The screenshot shows the 'ISU Accident Reporting' interface. On the left, a sidebar contains 'Incident Details' (highlighted with a red box) and 'Injury Details'. The main area is titled 'Incident Details' and features a 'Find an Existing Value' section. This section includes a search criteria area with a dropdown for 'Recent Searches' and 'Saved Searches'. Below this are several search fields: 'Incident Number' (begins with), 'Incident Type' (=), 'Incident Date' (=), 'Reported To Empl ID' (begins with), 'Reported By Empl ID' (begins with), 'Reported By Non-Empl ID' (begins with), and 'Non-employee Name' (begins with). There are also 'Show fewer options' and 'Case Sensitive' checkboxes, and 'Search' and 'Clear' buttons.

2. Search for the incident to update using the search fields in the **Find an Existing Value** tab. Click the **Search** button.

This screenshot is identical to the previous one, but with a red box highlighting the search fields: 'Incident Number', 'Incident Type', 'Incident Date', 'Reported To Empl ID', 'Reported By Empl ID', 'Reported By Non-Empl ID', and 'Non-employee Name'. This indicates the step where the user should enter search criteria and click the 'Search' button.

- For this example, the **Empl ID** of the employee who is reporting the incident is entered in the **Reported By Empl ID** field.

A list of incidents will appear in the **Search Results** field.

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

Case Sensitive

Search Results

Only the first 100 results of a possible 6436 can be displayed.

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name	
	Incident	02/09/2021				(blank)	(blank)	>
	Incident	05/23/2020				(blank)	(blank)	>
	Incident	03/17/2026				(blank)	(blank)	>
	Incident	03/16/2026				(blank)	(blank)	>
	Incident	03/09/2026				(blank)	(blank)	>
	Incident	03/04/2026				(blank)	(blank)	>

- Click on the row of the incident to edit.

5. The **Incident Details** page for the incident will open. Update this page with any edits or changes as needed.

Once completed, click the **Save** button to save your changes.

**Incident** | Notification | Description | Location | People

Incident Number 84687659

**Incident Type**

\*Incident Date 02/09/2021

Incident Time 10:00AM Time Zone CST  Time Undetermined

\*Regulatory Region USA United States

\*Incident Type Employee Incident  Is This a Recurrence  Resulted in Injury or Illness  Investigated

**Save** | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

[Incident](#) | [Notification](#) | [Description](#) | [Location](#) | [Travel](#) | [People](#) | [Reporting](#)

# Injury Details Report

1. Navigate to the **Injury Details** page. This will link to the **Incident Details** report that was just completed.

In the upper left of the screen, click **Injury Details**.

The screenshot shows the 'ISU Accident Reporting' interface. On the left, a sidebar contains 'Incident Details' and 'Injury Details', with 'Injury Details' highlighted. The main content area has tabs for 'Incident', 'Notification', 'Description', 'Location', and 'People'. The 'Incident' tab is active, displaying a form for 'Incident Type'. The form includes fields for: '\*Incident Date' (02/09/2021), 'Incident Time' (10:00AM), 'Time Zone' (CST), '\*Regulatory Region' (USA), and '\*Incident Type' (Employee Incident). There are also checkboxes for 'Is This a Recurrence', 'Resulted in Injury or Illness' (checked), and 'Investigated'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. A breadcrumb trail at the bottom reads: Incident | Notification | Description | Location | Travel | People | Reporting.

2. There are three tabs at the top of the screen: **Injury**, **Description**, and **Details**.

The screenshot shows the 'ISU Accident Reporting' interface with the 'Injury Details' page. The sidebar on the left has 'Injury Details' highlighted. The main content area has tabs for 'Injury', 'Description', and 'Details', with 'Injury' highlighted. The page displays a table with columns: Incident Number, Date (02/09/2021), Incident Type, and Employee Incident. Below the table is a 'Person Involved' section with a search bar and a table showing employee data. The 'Employee Data at Incident Date' table includes: Business Unit (ILSTU - Illinois State University), Department (09020000 - Janitorial), Job Code (004502 - Building Service Worker), and Location (ISU - Illinois State University). The 'Notification - This Person' section includes fields for 'Date Reported' (02/09/2021) and 'Time Reported' (10:00AM, CST).

3. The first tab is the **Injury** tab. Enter information regarding the person with the injury in this tab:

- **Person Involved:**

- **Empl ID:** Enter the **Employee ID** for the person with the injury. If you do not know the Empl ID, click the **lookup** button to the right of the field.

In the pop-up window that appears, search for the employee using the search fields at the top of the screen. Click the **Look Up** button.

Locate the employee in the Search Results that appear. Click on the employee's row. This will close the window and the **Empl ID** will be now entered into the **Empl ID** field.

- **Non-Empl ID:** Follow the above steps to enter the **Non-Empl ID** if the person is not an employee.
- **Empl Record:** Click in this field to autofill the data for the **Employee Data at Incident Date** section below. The "0" indicates that the system will autofill the **Employee Data at Incident Date** section based on the employee's main position at the university. If the employee has multiple positions, click the **lookup** button and select the position the employee had during the incident. This will autofill the **Employee Data at Incident Date** section below.
- **Employee Data at Incident Date:** The **Business Unit, Department, Job Code, and Location** of the employee during the incident will be autofilled based on the value in the **Empl Record** field.
- **Notification – This Person:**
  - **Date Reported:** Enter the date the injury was reported in this field using the mm/dd/yyyy format. Alternatively, click on the **calendar** icon to the right of the field and click on the date the injury was reported. This will enter the date in the field.
  - **Time Reported:** Enter the time the injury was reported in this field. Enter "AM" or "PM" after the time. The time zone is default set to CST. If this needs to be changed, use the dropdown menu to set the new time zone.

The screenshot shows the 'ISU Accident Reporting' web application. The 'Injury' tab is selected and highlighted with a red box. The form contains the following sections:

- Person Involved:** Includes fields for 'Empl ID' and 'Empl Record' (with a '0' value and a lookup button). There are also fields for 'Date of Death' and 'Gender'.
- Employee Data at Incident Date:** Includes fields for 'Business Unit', 'Department', 'Job Code', and 'Location'. The 'Active' status is set to 'Active'.
- Notification - This Person:** Includes fields for 'Date Reported' (with a calendar icon) and 'Time Reported' (with a dropdown menu).

- The next tab is **Description**. Enter information describing the injury in this tab:
  - Primary Outcome:** There are three choices for type of incident in this field: **Injury, Illness, and Death**. Select the radio button next to the type of incident.
  - Treatment Required:** There are four choices for the type of treatment given to the injury: medical treatment, first aid, hospitalized, and not required. Select the radio button next to the treatment type.
  - Injury/Illness Details:** This is a freeform field. Enter any additional details about the injury in the space provided.

- The final tab is the **Details** tab. More specific information about the injury can be entered here.

6. **Injury Description** section:

**Body Parts:** Indicate the body part that received the injury.

- 1) Click the **Body Parts** link.

Injury	Description	Details
Incident Number		Date 02/09/2021
Person Involved		
Empl ID		Date of Death
Injury Description		
<a href="#">Body Parts</a>	<a href="#">Nature of Injury</a>	<a href="#">Solution</a>

- 2) In the pop-up window that appears, enter the code for the body part in the **Body Part** field. Alternatively, click the **lookup** button in this field and select the body part from the list that appears in the new pop-up window.

Set ID	USA
Body Part Code	begins with
Description	begins with
Body Part Classification	=

Search Results

Body Part Code	Description	Body Part Classification
00001	circulatory	System
00002	digestive	System
00003	nervous	System
00004	respiratory	System
00005	skin	Head
00006	brain	Head

- 3) In the **Side of Body** field, select the side of the body the injury occurred using the **dropdown menu**.
- 4) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

Search in Menu

**Details**

Incident Number 84687659 Date 02/09/2021 Incident Type Emp

on Involved

**Injury - Body Part**

Data

*Body Part	Description	Primary Injury
1 00034	chest	<input checked="" type="checkbox"/>

OK Cancel

Anterior  
Back  
Bilateral  
Distal  
External  
Front  
Inferior  
Internal  
Lateral  
Left  
Medial  
Multiple  
Other  
Posterior  
Proximal  
Right  
Superior

**Nature of Injury:** Indicate the nature of the injury.

- 1) Click the **Nature of Injury** link.

The screenshot shows a form with several fields. A red rectangular box highlights the text "Nature of Injury" in blue, which is a clickable link. Other visible fields include "Number", "Date" (02/09/2021), "pl ID", "Date of Death", and "Source".

- 2) In the pop-up window that appears, enter the code for the nature of the injury in the **Nature of Injury** field. Alternatively, click the **lookup** button in this field and select the nature of the injury from the list that appears in the new pop-up window.

The screenshot shows a "Look Up Nature of Injury" pop-up window. It has a search interface with "Set ID" (USA), "Nature of Injury" (begins with), and "Description" (begins with) fields. Below the search fields are "Search", "Clear", "Cancel", and "Basic Lookup" buttons. A "Search Results" table is displayed, listing injury codes and descriptions. A red box highlights the search results table.

Nature of Injury	Description
00001	asbestosis
00002	black lung
00003	byssinosis
00004	cancer
00005	carpal tunnel syndrome
00006	contagious disease
00007	dermatitis

- 3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.
- 4) Select the **checkbox** in the **Privacy Case** field to indicate that this case is private.

Injury - Nature of Injury x

[Help](#)

**Data**

  |< < 1-1 of 1 > >| View All

	Nature of Injury	Description	Primary Injury	Privacy Case		
1	<input type="text" value="00024"/> <input type="text"/>	all other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Source of Injury:** Enter the source of the injury.

- 1) Click the **Source of Injury** link.

The screenshot shows a form with several fields. At the bottom, there is a field labeled 'Source of Injury' which is highlighted with a red rectangular box. To its right, there is a partially visible field labeled 'Acc'.

- 2) In the pop-up window that appears, enter the code for the source of the injury (what caused the injury) in the **Source of Injury** field. Alternatively, click the **lookup** button in this field and select the injury source from the list that appears in the new pop-up window.

The screenshot shows a pop-up window titled 'Injury - Source of Injury'. It contains a table with the following columns: 'Source of Injury', 'Description', and 'Primary Injury'. The 'Source of Injury' field in the first row is highlighted with a red circle. Below the table, there is a 'Primary Injury' checkbox which is checked. At the bottom of the window, there are 'OK' and 'Cancel' buttons.

- 3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

The screenshot shows a 'Look Up Source of Injury' pop-up window. It has search fields for 'Set ID' (USA), 'Source of Injury' (begins with), and 'Description' (begins with). Below these are 'Search', 'Clear', and 'Cancel' buttons. A 'Basic Lookup' link is also present. The 'Search Results' section shows a table with the following data:

Source of Injury	Description
00001	contact w/ hot object
00002	explosion or flare back
00003	fire or flame
00004	steam or hot fluids
00005	temperature extremes
00006	welding operations
00007	acid chemicals

At the bottom of the window, there is a 'Primary Injury' checkbox which is checked. The background shows a blurred view of the main application interface.

**Accident Type:** Enter the type of accident that caused the injury.

- 1) Click the **Accident Type** link.

The screenshot shows a form with several fields. At the bottom, there is a link labeled "Accident Type" which is highlighted with a red rectangular box. Other visible fields include "Work-Related", "Reporting", "Type Employee Incident", "Empl Record", and "Gender".

- 2) In the pop-up window that appears, enter the code for the type of accident that occurred in the **Accident Type** field. Alternatively, click the **lookup** button in this field and select the injury source from the list that appears in the new pop-up window.

The screenshot shows a pop-up window titled "Injury - Accident Type". It contains a table with columns: "Accident Type", "Description", and "Primary Injury". The "Accident Type" field in the first row has a search icon (magnifying glass) circled in red. The "Primary Injury" field has a checked checkbox. There are "OK" and "Cancel" buttons at the bottom.

- 3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

The screenshot shows a "Look Up Accident Type" pop-up window. It has search fields for "Set ID" (USA), "Accident Type" (begins with), and "Description" (begins with). Below these are "Search", "Clear", and "Cancel" buttons. A "Search Results" table is displayed, listing accident types and descriptions. A red box highlights the "Primary Injury" checkbox in the background form, which is checked.

Accident Type	Description
00001	burn (hot or cold)
00002	caught in/between
00003	contact with
00004	cut, puncture, scrape
00005	fall, slip, or trip
00006	miscellaneous causes
00007	motor vehicle

**Unsafe Act:** Enter the act that caused the injury.

- 1) Click the **Unsafe Act** link.

A screenshot of a web form titled 'Reporting' for an 'Employee Incident'. The form includes fields for 'Empl Record' (value 0) and 'Gender'. At the bottom, there is a 'Data' section with a table containing one row. The cell in this row is labeled 'Unsafe Act' and is highlighted with a red rectangular box.

- 2) In the pop-up window that appears, enter the code for the type of unsafe act that caused the injury in the **Unsafe Act** field. Alternatively, click the **lookup** button in this field and select the unsafe act from the list that appears in the new pop-up window.

A screenshot of a pop-up window titled 'Injury - Unsafe Act'. It features a search bar and a table with two columns: 'Unsafe Act Performed' and 'Primary Injury'. The 'Unsafe Act Performed' field has a search icon (magnifying glass) circled in red. The 'Primary Injury' column has a checked checkbox. At the bottom, there are 'OK' and 'Cancel' buttons.

- 3) Select the **checkbox** in the **Primary Injury** field to indicate that this is for the primary injury.

A composite screenshot showing two overlapping windows. The background window is the 'Injury - Unsafe Act' pop-up, with the 'Primary Injury' checkbox highlighted by a red box. The foreground window is a 'Look Up Unsafe Act Performed' dialog. It has search criteria for 'Set ID' (USA) and 'Unsafe Act Performed' (begins with). Below the search criteria is a 'Search Results' table with two columns: 'Unsafe Act Performed' and 'Description'. The search results table is also highlighted with a red box.

Unsafe Act Performed	Description
00001	failure to follow operational process
00002	failure to wear safety equipment
00003	improper use of equipment
00004	improper work layout
00005	lack of experience
00006	safety guards removed
00007	did not follow procedure

7. **Primary Injury Details:** A summary of all the selections made in the Injury Description section can now be viewed in this section.

Scroll to the bottom of the screen. Click the **Save** button.

Injury   Description   **Details**

Incident Number      Date 02/09/2021      Incident Type Employee Incident

**Person Involved** Q | < > 1 of 1 | View All

Empl ID      Empl Record 0  
Date of Death      Gender Female

**Injury Description**

Body Parts	Nature of Injury	Source of Injury	Accident Type	Unsafe Act
------------	------------------	------------------	---------------	------------

**Primary Injury Details**

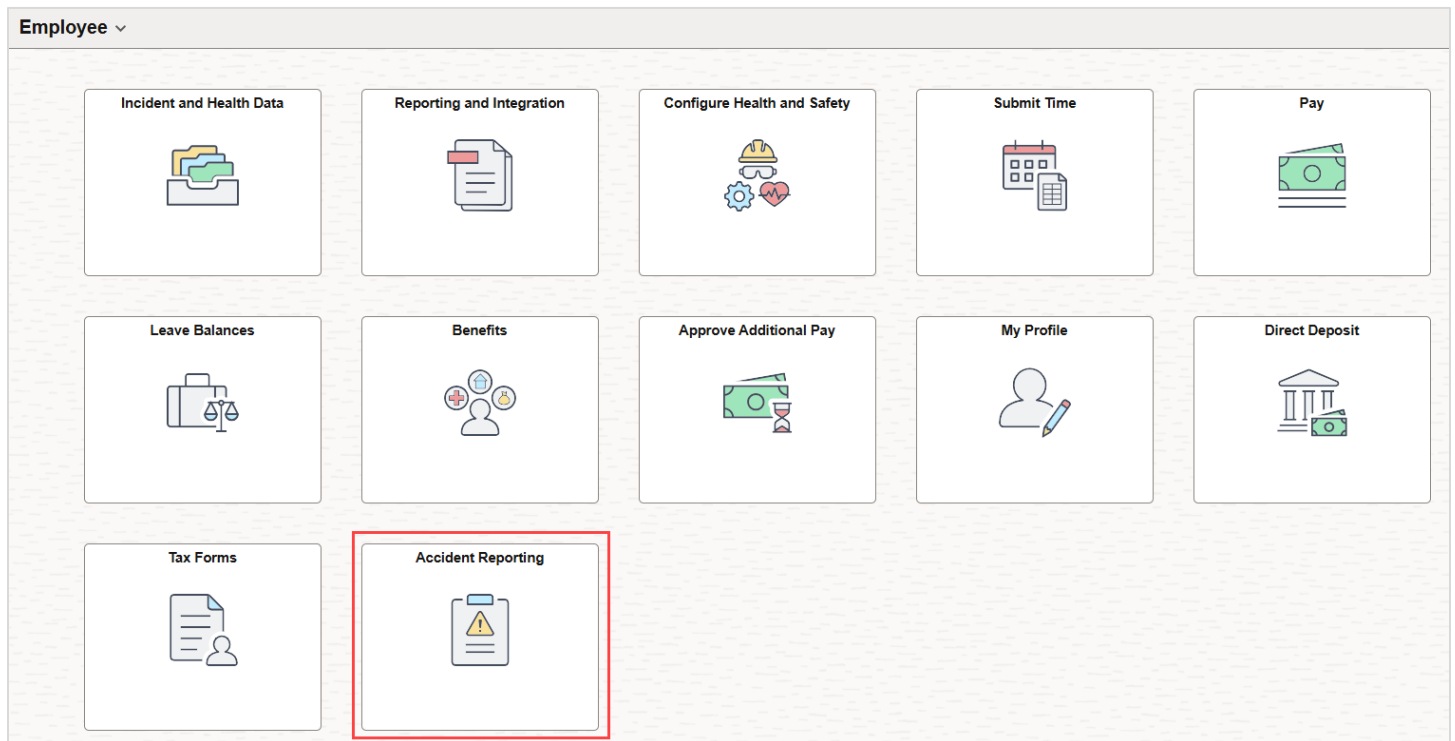
Body Part	chest
Nature of Injury	all other
Source of Injury	other
Accident Type	contact with
Unsafe Act Performed	no contributing unsafe act

**Save**   Return to Search   Previous in List   Next in List   Notify

## Editing the Injury Details Report

If an Injury Details report needs to be edited or updated after being saved, follow these next steps.

1. On your homepage, click the **Accident Reporting** tile.



2. In the upper left of the screen, click **Injury Details**.

The screenshot shows the 'ISU Accident Reporting' application. On the left, a sidebar contains two tabs: 'Incident Details' and 'Injury Details'. The 'Injury Details' tab is highlighted with a red border. The main content area is titled 'Incident Details' and contains a section 'Find an Existing Value'. Below this section, there is a 'Search Criteria' dropdown menu. A text prompt reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the prompt are two search history sections: 'Recent Searches' and 'Saved Searches', both with dropdown menus and edit/delete icons. The search form includes several fields: 'Incident Number' (begins with dropdown and text input), 'Incident Type' (equals dropdown and dropdown menu), 'Incident Date' (equals dropdown, text input, and calendar icon), 'Reported To Empl ID' (begins with dropdown, text input, and search icon), 'Reported By Empl ID' (begins with dropdown, text input, and search icon), 'Reported By Non-Empl ID' (begins with dropdown, text input, and search icon), and 'Non-employee Name' (begins with dropdown and text input). At the bottom of the form are two buttons: 'Search' and 'Clear'. There is also a 'Show fewer options' link and a 'Case Sensitive' checkbox.

3. Search for the incident that to update using the search fields in the **Find an Existing Value** tab.

This is a close-up view of the 'Find an Existing Value' search form. A red rectangular box highlights the search criteria fields: 'Incident Number', 'Incident Type', 'Incident Date', 'Reported To Empl ID', 'Reported By Empl ID', 'Reported By Non-Empl ID', and 'Non-employee Name'. Each field consists of a dropdown menu (with 'begins with', '=', or '=' options), a text input field, and a search icon. The 'Incident Date' field also includes a calendar icon. Below the highlighted fields are the 'Show fewer options' link, the 'Case Sensitive' checkbox, and the 'Search' and 'Clear' buttons.

4. A list of incidents will appear in the **Search Results** field.

Incident Date = [ ] [ ]

Reported To Empl ID begins with [ ] [ ]

Reported By Empl ID begins with [ ] [ ]

Reported By Non-Empl ID begins with [ ] [ ]

Non-employee Name begins with [ ] [ ]

^ Show fewer options

Case Sensitive

Search Clear Save Search

Search Results

Only the first 100 results of a possible 6436 can be displayed.

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name	
[ ]	Incident	02/09/2021	[ ]	[ ]	[ ]	(blank)	(blank)	>
[ ]	Incident	05/23/2020	[ ]	[ ]	[ ]	(blank)	(blank)	>
[ ]	Incident	03/17/2026	[ ]	[ ]	[ ]	(blank)	(blank)	>
[ ]	Incident	03/16/2026	[ ]	[ ]	[ ]	(blank)	(blank)	>

5. Click on the row of the report to edit.

Incident Date = [ ] [ ]

Reported To Empl ID begins with [ ] [ ]

Reported By Empl ID begins with [ ] [ ]

Reported By Non-Empl ID begins with [ ] [ ]

Non-employee Name begins with [ ] [ ]

^ Show fewer options

Case Sensitive

Search Clear Save Search

Search Results

Only the first 100 results of a possible 6436 can be displayed.

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name	
[ ]	Incident	02/09/2021	[ ]	[ ]	[ ]	(blank)	(blank)	>
[ ]	Incident	05/23/2020	[ ]	[ ]	[ ]	(blank)	(blank)	>
[ ]	Incident	03/17/2026	[ ]	[ ]	[ ]	(blank)	(blank)	>
[ ]	Incident	03/16/2026	[ ]	[ ]	[ ]	(blank)	(blank)	>

6. The **Injury Details** page for the incident will open. Update this page with any edits or changes as needed.

Once completed, click the **Save** button to save your changes.